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SPAWARINFOTECHCENINST 5220.6
ITC115
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SPAWARINFOTECHCEN INSTRUCTION 5220.6

Subj: MANAGE CONFIGURATIONS (MC) PROCESS POLICY

Ref: (a) SPAWARINFOTECHCENINST 5220.1A

1. Purpose. To direct the use and institutionalization of the MC process per reference (a).

2. Policy. All Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) personnel involved in configuration management or in supporting configuration management efforts shall follow the MC process as described and documented in the SPAWARINFOTECHCEN Process Library.

3. Background. The purpose of the MC process is to define the sub-processes of identification, change control, statusing, and auditing and provide guidance for configuration items throughout the entire project and item life cycle. The MC process, like all other SPAWARINFOTECHCEN processes, has a Process Owner who exerts authority over all aspects of the process, including approval of any changes to the process within the established boundaries. The Process Owner selected the membership of and convened a Process Working Group (PWG) to define, develop, and deploy the MC process. The MC PWG will remain in existence during the life of the process and will be reconvened as needed by the Process Owner to evaluate proposed major changes. The MC Process Owner as well as all elements of the MC process, including desktop procedures for process implementation and execution, are identified in the material housed in the SPAWARINFOTECHCEN Process Library, accessible via the command portal at the following address: https://portal.spawaritc.navy.mil/servlet/portal. Personnel may contact the Knowledge Management Division, SPAWARINFOTECHCEN (ITC114), for assistance in accessing the command portal.

4. Action

   a. All SPAWARINFOTECHCEN personnel will:

      (1) Use the MC process as defined in its entirety if involved in configuration management in any capacity for new programs and existing programs, projects, and ongoing operations at the SPAWARINFOTECHCEN.

      (2) Review, understand, comply with, and utilize the process development components, including:

         (a) Supplier-Input-Process-Output-Customer (SIPOC) overview diagrams.

         (b) Specific MC desktop procedures.

         (c) Role definitions.

(d) Swim lane diagrams.

(e) Templates and guidelines for preparing all MC artifacts.

(3) Understand their role in supporting and/or executing the MC process.

(4) Address any questions on the MC process to the Process Management team.

(5) Vigorously support continuous process improvement by observing, in the day-to-day course of implementing and executing the MC process as defined, any elements that could potentially improve process efficiency and/or effectiveness, and recommending changes based on these observations to the MC Process Owner. Per reference (a), personnel will submit recommended changes using the Request for Process Change (RPC) form (SPAWARINFOTECHCEN 5220/1) and procedures housed in the SPAWARINFOTECHCEN Process Library.

b. The MC Process Owner will:

(1) Exercise authority over all aspects of the MC process.

(2) Manage the continuous improvement of the MC process.

(3) Resolve issues related to process misuse or non-use by SPAWARINFOTECHCEN personnel.

(4) Ensure PWG membership is available to provide support during the life of the MC process.

(5) Convene the PWG as required to discuss MC process issues.

(6) Work with the PWG membership to evaluate changes to the MC process as proposed via the RPC.

(7) Serve as the final decision authority on MC process changes that fall within the boundaries of the process established by the Executive Steering Committee (ESC).

(8) Ensure all SPAWARINFOTECHCEN personnel are notified of any MC process changes.

(9) Ensure appropriate involvement and adherence to the MC process by all constituents.

(10) Support efforts to communicate and explain the MC process throughout the organization.

(11) Support the collection, evaluation, and reporting of measurement data on the MC process.

c. The MC PWG members will:

(1) Provide continuing support for the MC process during the process life cycle.

(2) Attend meetings convened by the Process Owner.

(3) Evaluate recommended changes based on their likelihood of increasing efficiency and effectiveness within the context of external benefit to the customer.

(4) Use the agreed-upon tools and techniques to further define, develop, and document the MC process and/or changes to the process as required.

(5) Support the MC Process Owner as required.

d. The Process Management team will:

(1) Provide technical and administrative support to manage all RPCs (SPAWARINFOTECHCEN 5220/1) using the Manage Processes process.

(2) Maintain the MC process as follows:

(a) Continually review the MC documentation and artifacts in the SPAWARINFOTECHCEN Process Library to ensure completeness, consistency, and accuracy.

(b) Make changes to the MC documentation and artifacts as required to achieve completeness, consistency, and accuracy.

(c) Forward MC RPCs (SPAWARINFOTECHCEN 5220/1) to the Process Owner for issues that fall within the established process boundaries, or to the ESC for issues that extend beyond the boundaries of the MC process.

(d) Conduct audits throughout the organization to determine whether personnel are using the MC process correctly.

(e) Elevate discrepancies in correct MC process usage identified during process audits to the Process Owner.

e. SPAWARINFOTECHCEN Contracting Officer's Representatives (CORs) will:
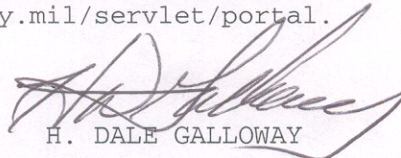
(1) Ensure all contractor leadership under their oversight receives this instruction.

(2) Ensure this instruction is referenced in all applicable Task Orders.

f. Government managers and supervisors will ensure all personnel under their oversight receive and comply with the requirements of this instruction.

5. Points of Contact. Address questions about this instruction to any government member of the Process Management team. The team's members are identified in the SPAWARINFOTECHCEN Process Library documentation.

6. Form. The Request for Process Change, SPAWARINFOTECHCEN 5220/1 (9-02), is maintained in the SPAWARINFOTECHCEN Process Library at the following Web site: https://portal.spawaritc.navy.mil/servlet/portal.

H. DALE GALLOWAY

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Lists A, B, C, D, E, and F